ATE OF GEORGIA RECORDS RETENTION SCHEDULE APPLICATION

The Retention Schedule Program will enter this data: Sheet: 1 of 2 Schedule #: 78-0270-02 Effective Date: 10/30/00

(Agency use)

(Archives use)

Date Sent:

Date Received:

Agency

Control No.:

Agency Code:

0484-000

, i

Control No.: 2000405-02

Applicant: Martha B. Lamb

Address: 271 Capitol Ave. Rm 2A

Atlanta, GA 30334

Phone: 404 656-6861

FAX: 404 656-0909 Email: martha.lamb@dot.stat

e.ga.us

Creating Office: Air Transportation

Address: 4175 South Airport Road

Atlanta, Georgia 30336

(404) 699-4483 Phone:

FAX: (404) 699-4487

renee.bennett@dot.st Email:

ate.ga.us

Administrator: David Carmichael

Phone:

(404) 699-4483

FAX: (404) 699-4487

Email: david.carmichael@dot

.state.ga.us

Application

Type:

New:

Amend: Amend DOT Schedule # 78-720 effective date 11/28/1978

One-time: Exception:

Class:

Individual

Series Title: Flight Report File

Dates of

Series: 1969 - Ongoing

Access: Open

Function

Operates aircraft for use by state officials in conducting state business and Documented: also performs various aerial photography services for the department in the

course of construction or road or bridge improvement.

Consists of: Flight Reports and Flight Requests.

Media: Paper

Arrangement: The Flight Reports are arranged by flight number consisting of pilot

STATE OF GEORGIA RECORDS RETENTION SCHEDULE APPLICATION

The Retention Schedule Program will enter this data: Sheet: 2 of 2 Schedule #: 78-0270-02 Effective Date: 10/30/00 destinations, passengers, flight time and other flight data and flight request. They are filed chronologically by fiscal year. By flight numbers and chronological dated Flight request. Retention Regirement: Close out by Fiscal Year and hold in current file area until all checks are received for all the flight during that FYEr Once these checks are received and everything is balanced, transfer to gen. office holding area. hold 2 yrs then destroy State Law or Regulation: Federal Law or Regulation: FAA 91.417 (attached) Audit Period: Administrative Need: Cutoff Event: Fiscal year Total Retention: Two years plus current The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the parted record series. Authorized by: Agency Head or Designee) 10-30-00 Submitted by: Records Management Officer Date The State Records Committee approves this recommended retention period for the

named records series by the/named creating/office.

Secretary of State Designee

Signed:

Old Schedule Number

78-270

Flight Report File: Close out by Fiscal year and hold two years, then destroy.

Please make the following revision in the schedule for the Flight Reports to read as follows:

To Close out by Fiscal Year and hold in current office until all checks are received for all the flights during that Fiscal Year. Once these checks are received and everything is balanced, transfer these records to The Records Management Analyst Office in the General Office to maintain until time for the records to be destroyed.

Concur:	Billy F. Sharp, Division Director and Treasurer	C-27-00
Concur:	Sandra S. Burgess, Legal Services	5-22-80 Date:
Concur:	Dave Carmichael, Air Transportation Administrato	
Concur:	Martha B. Lamb. Records Management Analyst	5-22-00 Date:



STATE OF GEORGIA

Application for

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES A HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS DISPOSITION STANDARD

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	QUESTIONNAIRE Place on "x" in the proper column. If answer is "YES," please explain "	YES		NO
13.	Is this the Record Copy of the series?	ĺχ	1	
14.	Is there a duplication of this series in another office or agency?	[]	L XI
15.	Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	ſ]	l _X J
16.	Does the series contain classified information requiring security handling?	[.]	(X)
17.	Does the series initiate, amend or terminate agency policies and procedures:	[}	fx]
18.	Could the function be performed if the files were lost or destroyed?	[χ]	()
19.	Is the series (or major portion of it) regularly inicrofilmed? If yes, why?	[j	[x]
20.	Does the record series provide data as input to an EDP file?	[}	[X]
21.	Does the record series contain documentation produced as EDP printout?	[)	[x]
22.	Has the Federal Government issued instructions governing retention/disposition of these files?	[]	}	L XJ
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[X]
24	REQUIREMENTS. The following requires the files to be kept 2 years:			
<u></u>	Civil Aeronautics Board, and the Federal Avaation Administrat requirement for records retention. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each	101) 	
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